

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: 9/15/2008

Recruiting Bulletin No. AF-RCC-30-08-075

CLOSING DATE: Open Continuous

Recruiter Assistant (RA)

AD-0303-00

Pay Rate: \$11.00 – \$15.00 per hour

Mileage Reimbursement Authorized

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a not to exceed 6-8 weeks Schedule A time-limited appointment with a possible extension.

AREA OF CONSIDERATION: Dallas Regional Census Center, Early Local Census Centers (Throughout Mississippi)

- Jackson, MS
- Meridian, MS

Note:

- No electronic or email resumes accepted.

WHO MAY APPLY: Applications will be accepted from United States citizens and nationals.

- **For Practice test visit website:**
<http://www.deosileys.net/2010censusjobs/documents/documents.php>
- **For Locations (Louisiana, Mississippi and Texas) and County/Parish desired to work. To find out what Early Local Census Office serves your county/parish, go to:**
<http://www.census.gov/rodal/www/pdfgif/ELCO-State-County-Parish-17Jun08.pdf>

WORK SCHEDULE: This is an intermittent position.

DUTIES:

The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants to be tested for temporary census employment.

- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.

- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants, monitors the testing sessions, scores the test, reviews applicant forms and performs other tasks required.
- Locates space for testing applicants, assuring that it meets specific criteria.
- Sets up testing room in an appropriate manner to allow for a testing and reception area.
- Note: limited travel may be required depending on the location.

QUALIFICATIONS: THIS POSITION REQUIRES PASSING A WRITTEN TEST. Call toll-free 1-866-861-2010 to schedule an employment test in your area and get more information about the application process.

To qualify for employment as a Census Bureau Recruiting Assistant, you must:

- Be a citizen of the United States, and present proof of identity and employment eligibility.
- Be at least 18 years old.
- Pass a test demonstrating ability to read, follow written instructions, do simple arithmetic, and read maps.
- Be a resident of the county or city in which the major part of the assignment is located.
- Have a valid driver's license and car to use in completing assignments, if necessary.
- Be able to read small type.
- Have the ability to speak and hear normal conversation.
- Be in good physical condition for driving, walking, climbing stairs, and standing.
- Be able to attend occasional training sessions, often away from home, requiring one or more nights of lodging.
- Have a non-cordless private line home telephone.
- Be available for day, evening, and weekend work.

How To Apply:

If you are interested in position call 1-866-861-2010 to be schedule for testing.

U.S. Bureau of the Census
Dallas Regional Office
2777 N. Stemmons Freeway, Suite 200
Dallas, Texas 75207-2277

Phone: 1-866-861-2010

E-mail: darcc.recruiting.list@census.gov

Telephone inquiries can be made Monday thru Friday, 7:30 a.m. until 4:30 p.m., central time.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-866-861-2010.

Payment of relocation expenses IS NOT authorized.

- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Recruitment Office at 1-866-861-2010.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1(800) 563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.